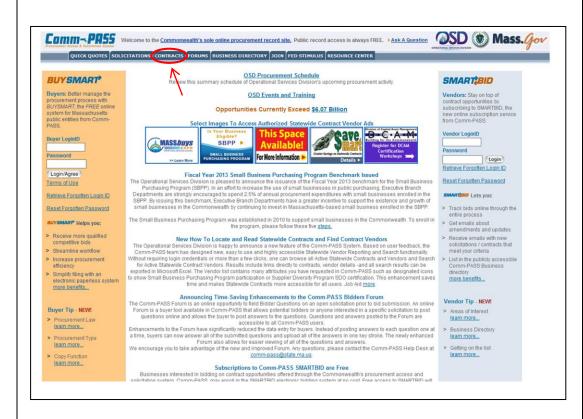
Job Aid: How to Search for and Read Statewide Contract PRF55DesignatedOSC Debt Collection

This Job Aid shows how to:

Search for Active Statewide Contract PRF55DesignatedOSC Debt Collection



Step 1

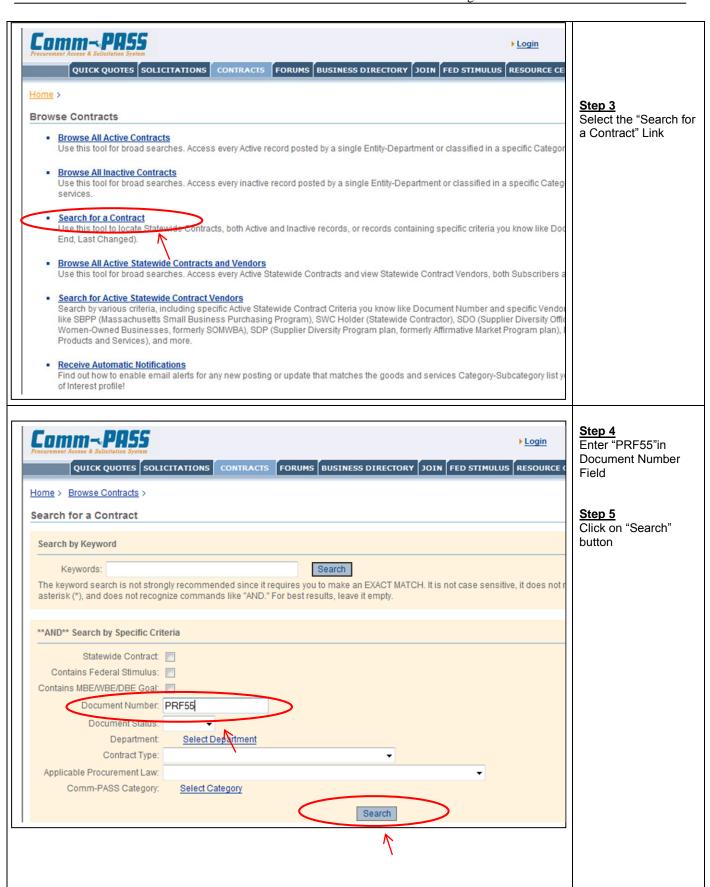
Visit Comm-PASS homepage:

www.commpass.com/.

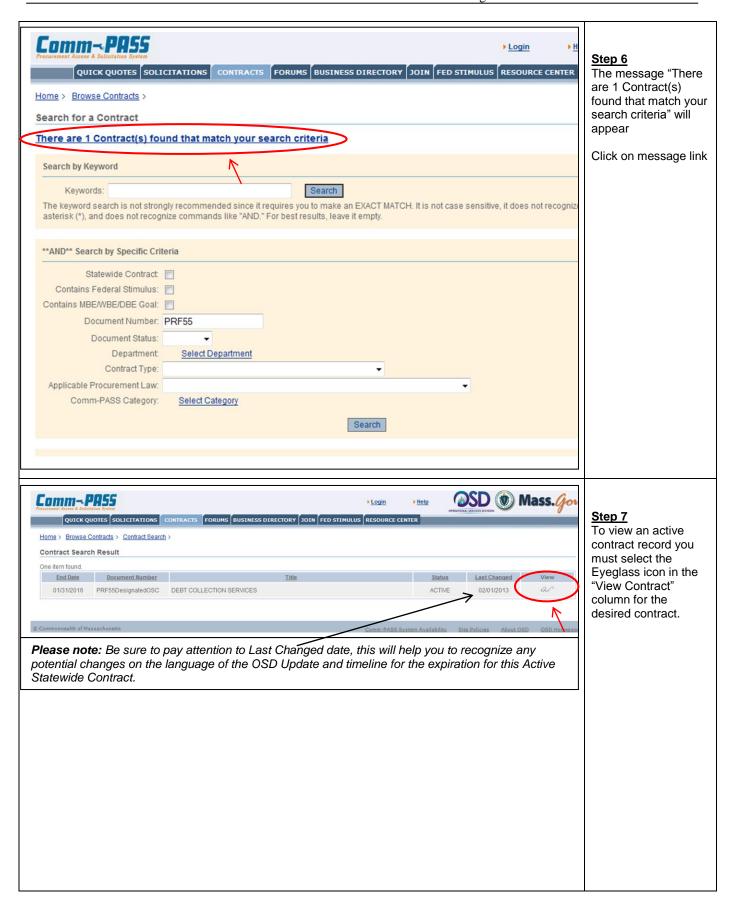
Step 2

Select the "Contracts"

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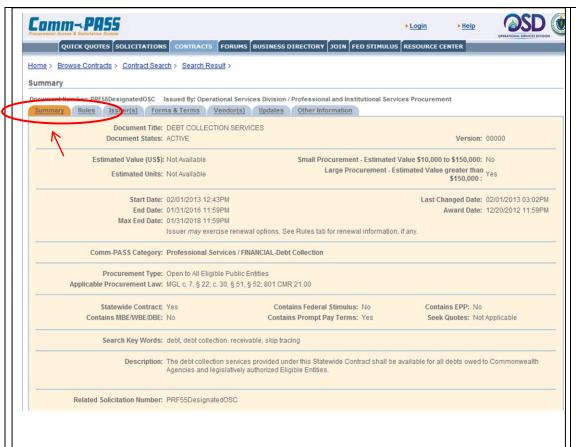


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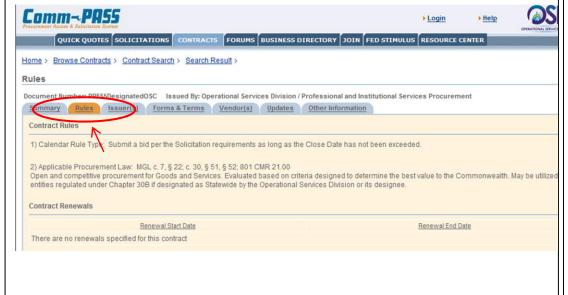
Original Date: 3/6/2013

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The **Summary Tab** is the first part of the PRF55 Statewide Contract record.

This screen provides information on Document status, start & end date, description, etc.



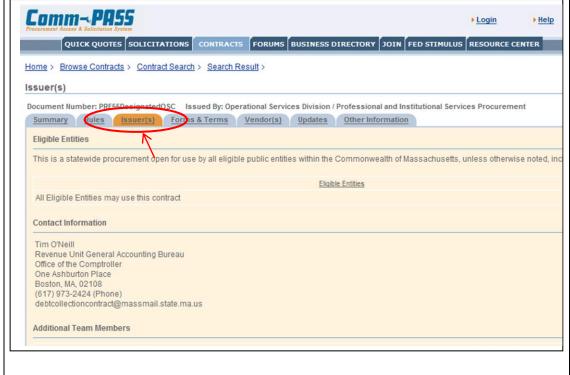
The **Rules Tab** is where you will find the rules and regulations related to this contract.

Calendar Rule Type Provides information regarding responding prior to the close date being allowed (open enrollment).

Applicable
Procurement Law
Displays which
Procurement Law this
Solicitation is
allocated (Statewide,
Municipality, other
eligible entities)

Contract RenewalsProvide information
on renewal options

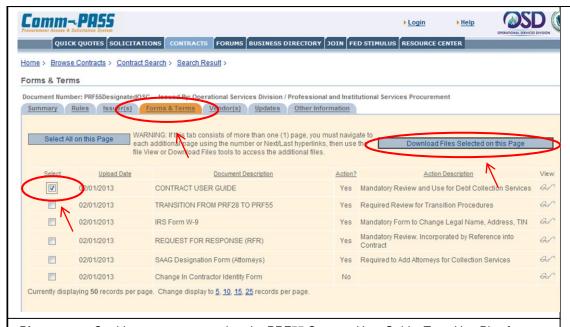
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Issuer's Tab
This tabs shows
Eligible Entities that
are allowed to utilize
this contract as well
as Contact
Information if you
have questions about
using the contract.

*note - Buyers should read the OSD Update before contacting the Issuer. Many times information is provided in the language of both the OSD Update (located on the Forms & Terms tab) and the RFR that may answer specific questions. When contacting the Issuer, remember to reference the Statewide Contract Number in your communication.

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Please note: On this screen you can view the PRF55 Contract User Guide, Transition Plan from PRF28 to PRF55 document, IRS Form W-9, Request for Response (RFR) file, and SAAG Designation Form.

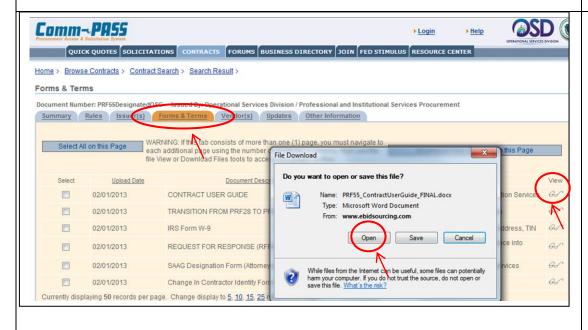
Forms & Terms Tab allows the buyer to see at a glance all the forms that may be required when purchasing from the contract.

Action – Yes/No instructs whether or not an action is required for the document.

Action Description
– provides the buyer
with a description of
what action is
needed.

View – this Eyeglass icon allows you to view the document

Select the documents and then select **Download Selected Files** to save the documents to another location.



Open the document by selecting the Eyeglass Icon

Select Open to View the document.

Original Date: 3/6/2013

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How to Use the PRF55DesignatedOSC Debt Collection Services Statewide Contract

Contract #: PRF55DesignatedOSC

Contract Duration: 2/1/2013 - 1/31/2016

MMARS #: OSDMAPRF55DesignatedOSC Options to renew: 2 one year renewal options through 1/31/18 (most fees are netted, limited invoiced payments)

Contract Manager: Howard Merkowitz, Deputy Comptroller - debtcollectioncontract@massmail.state.ma.us This contract contains: Supplier Diversity Program requirements, Prompt Payment Discounts

Last change date: 2/1/2013

Contract Summary

- The debt collection services provided under this Statewide Contract shall be available for all debts owed to Commonwealth Agencies and legislatively authorized Eligible Entities. Debts include non-tax revenue pursuant to 815 CMR 9.00 and can include fines, fees, licenses, permits, interest income, assessments, third party payments, and any other types of receivables that are capable of being collected. This Statewide Contract does not include revenues specifically governed by separate statutes such as revenues from taxes through the Department of Revenue, lottery operations, Commonwealth investments or as otherwise determined by the Comptroller's Office, however these debts may be added to this Statewide Contract at any time by the Departments with separate authority for debt collection and these Eligible Entities may use this Statewide Contract at any time.
- The initial duration of the Contract is three (3) years from the date of execution plus two (2) one year options to renew under the same terms and conditions. An additional one (1) year option to renew will be allowed if necessary for the completion of a new procurement or transition of debt collection contract services. In addition, the contract may be extended under the same terms and conditions as needed for any period necessary to transition to a new procurement.

Benefits and Cost Savings

Six experienced Debt Collection Agencies (DCAs) have been selected for the PRF55 Debt Collection Statewide Contract with the following benefits and cost savings:

- Most competitive debt collection rates in the history of the debt collection Statewide Contract;
- More than 10 years Government Collection experience;
- Capacity to provide services to multiple Commonwealth departments simultaneously;
- Able to accept all types and sizes of debt, and expertise to seek collections internationally;
- A high level of audit standards with robust internal controls;
- State of the art collection methods, security protocols and PCI compliance;
- Ability to provide location services for other business purposes not related to collections on a fee-for-service basis:
- Familiarity with HIPPA requirements and its accompanying regulations;

Page 1 PRF55DesignatedOSC Statewide Debt Collection Contract User Guide

Read the details of the PRF55 Contract **User Guide** (formerly OSD Update) to understand how to purchase from the Statewide Contract. Included are important details regarding contract specifications, eligible entities, special instructions and/or restrictions, Vendor information, categories and zone/district details.

Please note: Contract User Guides are issued upon release of the active contract and whenever there are changes made to the contract. It is the buyer's responsibility to read the Contract User Guide in its entirety to avoid misuse of the contract.

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